WASHINGTON STATE
DEPARTMENT OF
ECOLOGY

**PROJECT REQUEST
COORDINATED PREVENTION GRANTS**

(1) IDENTITY
Recipient Name   **Contact Person**

(2) PROJECT CATEGORY (Check One Only)

☐ Moderate Risk Waste (MRW)   ☐ Waste Reduction and Recycling (WRR) ☐ Solid Waste Enforcement (SWE)

(3) TYPE OF PROJECT (Check One Only)

☐ On Going   ☐ Efficiency Improvement   ☐ Emerging Issues   ☐ Infrastructure Development (Capital)

(4) REGULAR PROJECT FUNDING REQUEST BY FUNDING SOURCE

TOTAL PROJECT COST	STATE FUNDS/GRANT AMOUNT REQUESTED	LOCAL MATCH	
		Cash	Interlocal Cost
$	$	$	$

(5) SUPPLEMENTAL PROJECT FUNDING REQUEST BY FUNDING SOURCE

TOTAL PROJECT COST	STATE FUNDS/GRANT AMOUNT REQUESTED	LOCAL MATCH	
		Cash	Interlocal Cost
$	$	$	$

(6) PROJECT NARRATIVE AND JUSTIFICATION (Please include additional pages as needed)

Provide separate information for each project task identified in sections 4 or 5 of this form.

PROJECT TITLE:

Goal Statement:

Expected Outcomes/Impacts (environmental or health benefits)

Measurement method (what will be measured and how)

Appropriateness of method/technology

Maximum Eligible Cost:

ECY 070-110

Consistency with Plan:

(6) PROJECT NARRATIVE AND JUSTIFICATION continued.

Project Description:

(7) TARGET PLAN

STEP	MILESTONE	TARGET DATE	VERIFICATION

(8) GRANT OFFICERS DEVELOP IMPLEMENTATION SCHEDULES   (To be completed by Ecology)

Instructions for
FORM CPG-Y
Project Request Form

You need to fill out a separate project request form for each type of project for which you are requesting funding. So, if you are requesting funding for hazardous waste planning and household hazardous waste implementation, you will need to complete two forms. **You will need to know your budget object figures to finish this form; we suggest you complete the Expenditure Budget by Task (Form CPG-Z) first.**

(1)   IDENTITY

Name the Recipient and the Contact Person for each task.

(2)   PROJECT CATEGORY

Check the appropriate box identifying the Project Category being applied for. There are only three: Moderate Risk Waste, Waste Reduction & Recycling, or Solid Waste Enforcement

(3)   TYPE OF PROJECT

Check the appropriate box identifying whether you are continuing a project from the previous CPG grant cycle (On Going) or applying for a new Type of Project. You are given three (3) choices: Efficiency Improvement, Emerging Issues, or Infrastructure Development (Capital). If you are not sure which type of project you have, your grant officer can make a determination.

(4)   REGULAR PROJECT FUNDING REQUEST

This section shows where the money for this project will come from and how much you are supplying as match.

(5)   SUPPLEMENTAL PROJECT FUNDING REQUEST

This block shows where the money for this supplemental project will come from and how much you are supplying as match.

(6)   PROJECT NARRATIVE AND JUSTIFICATION

Provide separate information for each project type:

- Project Title: Your name for the project.

- Goal Statement: Describe the goal of the project in relation to the environmental problem/issue it addresses.

- Expected Outcomes/Impacts (environmental or health benefits): Explain what will happen if the project is successful. Describe the timeframe. Try to include quantitative information, if measurable; for example, 100 tons of waste will be diverted from disposal annually; the recycling rate will increase by 10% in this two-year grant cycle. Explain how these outcomes/impacts will be measured; for

example, the amount of waste disposed per capita will be checked annually to determine if waste reduction or recycling efforts are evident

- <u>Measurement Method (what will be measured and how)</u>

- <u>Appropriateness of Method/Technology</u>

- <u>Maximum Eligible Cost:</u> The total project costs including grant and match.

- <u>Consistency with Plan:</u> Describe where in your Comprehensive Solid Waste Management Plan or your Hazardous Waste Plan that the project is identified. For example, a page number, section, etc.

- <u>Project Description:</u> Provide a detailed description of the project, including the Milestones which will be included in the Target Plan

(7)   TARGET PLAN

This table is used to identify the Target Dates for significant Milestones leading toward the Target (Desired outcome of Project). Label the Steps chronologically: A thru ?. Expand the table if more than three steps are needed. Identify a significant step and label it as a Milestone. Determine a Target Date of when that Milestone will be reached. Finally, identify the Verification that will verify that the Milestone has been reached.

(8)   IMPLEMENTATION SCHEDULE

This information will be prepared by the Ecology Project Officer and used as a tool to track progress of the project.